

# GUIDELINES TO AUTHORS FOR SUBMISSION OF MANUSCRIPTS TO ICJ

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The Indian Concrete Journal (ICJ) publishes only original technical manuscripts dealing with diverse topics on civil engineering, concrete construction, etc. Review articles, technical notes, point of view, book reviews are also published. The originality of the contribution needs to be confirmed by the authors while submitting her/his manuscript.

## Review Process

Once a manuscript is submitted to the ICJ, it will be acknowledged and discussed with the internal team and later sent for assessment to reviewers on the ICJ's panel of experts. Authors should not send their manuscripts to other journals unless they hear from the ICJ editorial group, declining the manuscript.

Acceptance/rejection of the manuscript will be conveyed to authors, based on the opinion of the reviewers and the ICJ editorial group. Authors are expected to comply with the suggestions made by the reviewers/editorial team. The decision of the editorial team will be final and binding on the author(s).

Accepted manuscripts will be published in the journal and the month of publication will be decided by the editorial team. Rejected manuscripts would not be returned, but shredded and disposed, in order to safeguard the author's work.

Accepted or published papers should not be published elsewhere in the same form, in English or in any other language without the written consent of the Indian Concrete Journal.

Manuscripts essentially of an advertising nature will not be accepted. The use of proprietary or commercial names should be avoided.

The ICJ follows double-blind review process.

## Manuscript Preparation

The following points should be considered while preparing the manuscript:

- A maximum of four authors are allowed per manuscript. The extra persons can be thanked in the acknowledgment section, if so essential. Exception to this norm may requested to the Editor, ICJ.

- The manuscript should not be lengthy. It should be within 3500 words, having not more than 5 tables and 5 figures normally.

The first page of the manuscript should contain the following:

- Title of the manuscript
- Names of all the authors
- Qualification (abbreviated), designation and contact information: email id and mobile number

Abstract of the manuscript in one single paragraph, not more than 100 words

List four to five keywords

Do not use two columns or automatic paragraph numbering. Please use single columns.

Use bold face, italics, subscripts, superscripts, etc wherever needed.

The attempts at padding with irrelevant material should be avoided.

Font size of 12 point could be used.

The manuscript should be divided into sections each having a main heading. Main headings should be all upper case bold; sub-headings could be Sentence case bold ; third level headings could Sentence case italics. Numbering can be used for headings, if required.

The paragraphs should be spaced out. There should be at least one line space between paragraphs.

Colour drawings, diagrams and graphs accompanying the manuscript should be neat and the labelling including the units and its values should be clear. The lines and details of drawings, diagrams and graphs should be clear and distinct. Share with us on email excel sheets with data, used for creating graphs.

Images, pictures used in the manuscript should be sharp and clear, preferably with high resolution and quality:

Tables should be prepared in such a way that each parameter/ value should be entered in a separate cell. Table headings should be above the table, not below.

All drawings, diagrams, graphs, and photos should be captioned as 'Figures' and numbered in proper sequence. Suitable captions should be given to all figures and photos. Captions should be below the figures, not above.

All figures and tables should be properly numbered and identified in the main text by these numbers. Tables and figures

should be shown just below the text paragraphs wherein they are mentioned. They should NOT be displayed in separate pages, at the end.

If there are many notations/symbols in the manuscript, they could be listed on page 2 under heading Notations. If there are only a few notations/symbols, they should be explained in the running text, as and when they appear.

All mathematical equations / formulae, should be typed with proper symbols leaving no room for confusion between capital and lower case letters, subscripts and superscripts, etc. Symbols should be in italics and placed in inverted commas. Thus, P, M, n should be written as 'P', 'M', 'n'. Superscripts, subscripts and dashes should be mentioned in the proper format. Use only text format, not image format of the formulae. Thus, please mention:

$e^{k-l}$  and not ek-l  
 $M, N_{xy}, C_2$  and not M, Nxy, C2  
 $M_B, \sigma_{xy}, f'_c$  and not M'\_B,  $\sigma_{xy}$ , f'c

Equations should be composed in a neat and orderly manner. The dividing line between numerator and denominator should also be carefully aligned with adjacent plus, minus, or multiplication signs. Fractions should be written as  $\frac{5}{3}, \frac{b}{2}, \frac{x}{b^2t}$  and not as 5/3, b/2, x/b2t. In writing decimal fractions always place a zero before the decimal point. Thus, write 0.02 and 0.32 and not .02 and .32.

Use text format only, no image format to be used. If you need to use abbreviations, example u/s and d/s for upstream and downstream, please mention the full form in its first location of appearance. Also, do not use symbols such as :.(therefore), ::(because) and & (ampersand).

SI units should be strictly adhered to for all scientific and laboratory data. Use internationally accepted symbols (see examples given below).

mm, cm, m, km, mm<sup>2</sup>, cm<sup>2</sup>, m<sup>2</sup>, km<sup>2</sup>, cm<sup>3</sup>, m<sup>3</sup>, g, kg, t, g/cm<sup>3</sup>, N/mm<sup>2</sup>, kg/cm<sup>2</sup>, kg/m<sup>3</sup>, t/cm<sup>2</sup>, t/m<sup>2</sup>, °C, cm/s, km/h, kN/m<sup>2</sup>.

The norms of using units must be adhered to.

## References

At the end of the manuscript, under the heading of 'References', references should appear in the same sequence of their appearance in the main body of the paper. The format for references should be arranged in the manner which has been standardised for use in the journal. Thus, for books, thesis, bulletins, manuals, specifications and reports, the name and initials of the author are followed by the title of the book (in italics), the name of the publisher and their address, the year of publication, and the pages referred. Refer to the examples:

Preece B.W. and Davies J.W., *Models for Structural Concrete*, C.R. Books Limited, London, 1964, pp. 152-171.

Barnard P.R., *On the collapse of composite beams*, Thesis submitted to Cambridge, U.K. for PhD, University of Cambridge, 1963.

Eartroy H.C., *The variation of work test cubes*, Research report no. 10, The Cement and Concrete Association, London.

Carlton P.F. and Behrmann R.M., *Model studies of prestressed rigid pavement for airfields*, Bulletin no. 179, Highway Research Board, Washington, 1958, pp. 32-50.

\_\_\_\_\_ *Indian standard code of practice for plain and reinforced concrete for general building construction*, IS 456 : 1978. Bureau of Indian Standards, New Delhi.

For articles in periodicals and papers in proceedings of technical societies, symposia or conferences, the name and initials of the author are followed by the title of the article, the name of the periodical (in italics), the month and year of publication, the volume number and the page numbers. In case of seminars, symposia or conferences, please mention the title, date and venue of the event. Refer to the examples:

Rao G.S. and Kalra M.L., The influence of prestressing on shell stress, *The Indian Concrete Journal*, December 1964, Vol. 38, No. 12, pp. 448-451.

Bate S.C., An experimental study of strands in prestressed concrete beams under static and repeated loading, *Proceedings of the Institution of Civil Engineers*, December 1962, Vol. 23, pp. 625-638.

Scott J.P., Loading tests on the prestressed concrete apron at British Airways, Gatwick Airport, Paper presented at the *FIP-PIARC symposium on prestressed concrete roads and airfield runways*, Naples, 1962, Fédération Internationale de la Précontrainte, London.

Note that the titles of periodicals are not abbreviated.

All references listed must be cited in the main text of the manuscript.

## Manuscript Submission

Include a brief profile of each author, not exceeding 100 words. Author profile should include information about qualifications, current position, work interests or specialisation.

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The Editor, The Indian Concrete Journal, ACC Limited.